



WASHINGTON HISTORIC PRESERVATION COMMISSION
Regular Scheduled Meeting - Agenda
Tuesday, May 5, 2015
7:00 PM

I. Opening of the meeting

II. Invocation

III. Roll call

IV. Old Business

1. None

V. Major Works, Certificate of Appropriateness

A. Major Works

1. A request has been made by Mr. Hunter Nichols for a Certificate of Appropriateness to complete an Eagle Scout Project by replacing the plants and mulch and adding a bench, stepping stones and an arbor to the vacant lot adjacent to BHM Library. Beaufort County is in support of this project.
2. A request has been made by Nancy and Jerry Bienes for a Certificate of Appropriateness to locate a 10' x 12' temporary salt treated wood storage building at the back of the property to store lawn and garden materials located at 322 Water Street.
3. A request has been made by Ms. Betty Bonner Bradshaw for a Certificate of Appropriateness to construct a wooden post and rope fence to separate properties located at 315 West Main Street.
4. A request has been made by Rivers and Associates, acting as agents for the City of Washington, for a Certificate of Appropriateness to construct a new sewer lift station upgrade located in the parking lot off Water Street and South Bonner Street.
5. A request has been made by Mr. A.L. Crisp for a Certificate of Appropriateness to demolish the structure located at 416 Water Street. The house is listed as a non-contributing structure.
6. A request has been made by Mr. Pat Griffin for a Certificate of Appropriateness to: (1) add a slight pitch to the front porch roof to help prevent leaks and (2) remove 3 chimneys from the rear of the structure located at 319 West 2nd Street.

B. Minor Works

1. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Steve Horne to change out the HVAC unit on the side of the building located at 225 North Respass Street.
2. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Doug Bidle to change out the 3 ton heat at the same location in the rear yard located at 225 East Main Street.

VI. Other Business

1. Fence Sub-committee - moratorium.

VII. Approval of Minutes – April 7, 2015

VIII. Adjourn

Major Works

Hunter Nichols
Vacant lot beside BHM
Library

Complete landscaping
project

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission

Washington, NC

To: Washington Historic Preservation Commission
102 East 2nd Street
Washington, NC 27889

Please use Black Ink

Street Address of Property: North Market St beside B.H.M

Historic Property/Name (if applicable): _____

Owner's Name: Beaufort County - Christine L Smith

Lot Size: 51 feet by 24 feet.
(width) (depth)

Brief Description of Work to be Done:

I will be doing my Eagle Scout project. I will be replacing all the plants and mulch that is already here except for the tree. I will also be adding a bench, arbor, and also stepping stones. Pictures of everything are attached to application.

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
ACTION	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Hunter Nichols
(Name of Applicant - type or print)

1277 mill Rd Washington NC 27889
(Mailing Address) (Zip Code)

(252) 320-4186
(Date) (Daytime Phone Number)

Hunter Nichols
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.) (Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

137 Feet





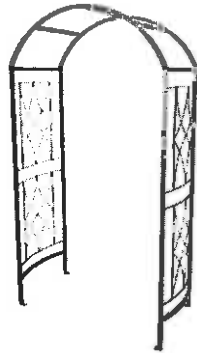
Your Store:
Washington, NC

Garden Treasures 51.85-in W x 90-in H
Black Curved Garden Arbor

Item # 286711 | Model # 84425
★★★★★

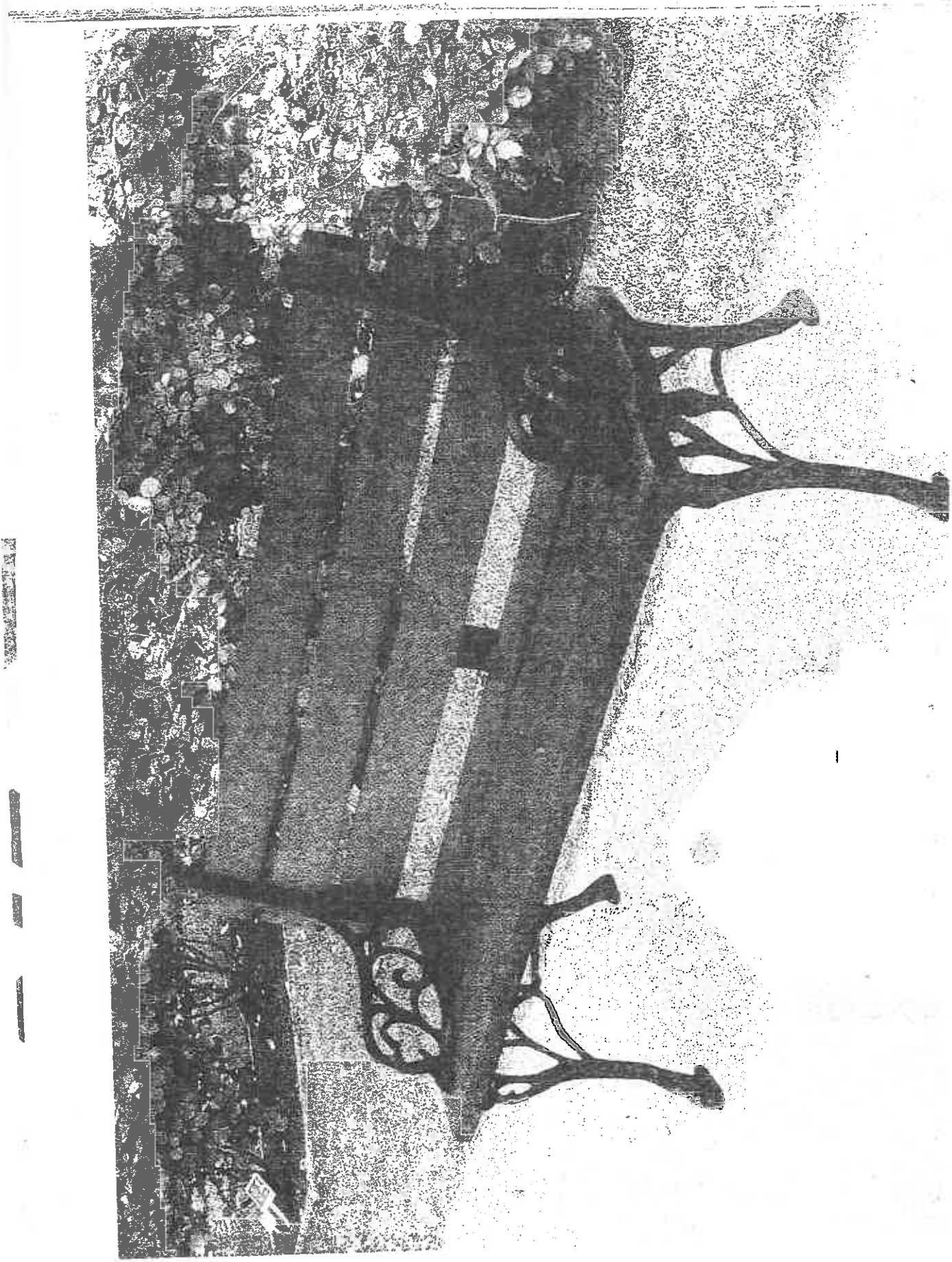
Store
Store Pickup

Z



Height (inches)	51.85	7' 0"	Everest
Design	Curved	Weatherable	Yes
Finish	Black	Finish Family	Steel painted
Frame Material	Steel	Warranty	1 year

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Adjacent Property Owners – Lot beside BHM Library

Beaufort County
112 West 2nd Street
Washington, NC 27889

City of Washington
PO Box 1988
Washington, NC 27889

Clarence Tetterton
PO Box 324
Washington, NC 27889

Page Welch LLC
PO Box 1828
Washington, NC 27889

Keith Mason
PO Box 1945
Washington, NC 27889

Stephen Graves
PO Box 430
Washington, NC 27889

Select Real Estate Holdings
3600 Charles Blvd
Greenville, NC 278558



CITY OF WASHINGTON
DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

April 24, 2015

Subject: Certificate of Appropriateness – Lot beside BHM Library

Dear Adjoining Property Owner,

Whenever exterior renovation or construction work is being conducted in the Washington Historic District, all property owners within 100 feet of the proposed construction activities are required to be notified by the City of Washington. According to the application submitted by Mr. Hunter Nichols your property is located adjacent to the above subject property. A request has been made by Mr. Nichols for a Certificate of Appropriateness to complete an Eagle Scout Project by replacing the plants and mulch and adding a bench, stepping stones and an arbor to the vacant lot adjacent to BHM Library. Beaufort County is in support of this project.

You are welcome and encouraged to attend the regular scheduled meeting of the Washington Historic Commission. Please note the following date, time, and place:

Date: Tuesday, May 5, 2015

Place: City Hall - Municipal Building, 102 East Second Street. Enter from the Market Street side of the building and go to the second floor. City Council Chambers.

Time: 7:00 P.M.

During the meantime, should you have any questions, please direct your inquiries to Mr. Allen Lewis, Public Works Director, by phoning 975-9332 during normal working hours Monday through Friday, 8:00 A.M. to 5:00 P.M.

Sincerely,

John Rodman

John Rodman
Planning and Development

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: John Rodman, Planning and Development

Re: Lot beside BHM Library – Replace landscaping

A request has been made by Mr. Hunter Nichols for a Certificate of Appropriateness to complete an Eagle Scout Project by replacing the plants and mulch and adding a bench, stepping stones and an arbor to the vacant lot adjacent to BHM Library. Beaufort County is in support of this project. Please review the Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.1 Landscaping.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Hunter Nichols to complete an Eagle Scout Project by replacing the plants and mulch and adding a bench, stepping stones and an arbor to the vacant lot adjacent to BHM Library. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.1 Landscaping.

or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Hunter Nichols to complete an Eagle Scout Project by replacing the plants and mulch and adding a bench, stepping stones and an arbor to the vacant lot adjacent to BHM Library. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.1 Landscaping. I further move that the Historic Preservation Commission place the following conditions on the approval:

or

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Mr. Hunter Nichols to complete an Eagle Scout Project by replacing the plants and mulch and adding a bench, stepping stones and an arbor to the vacant lot adjacent to BHM Library. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.1 Landscaping.

Major Works

Nancy & Jerry Biennes
322 Water Street

Temporary Shed

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission

Washington, NC

To: Washington Historic Preservation Commission
102 East 2nd Street
Washington, NC 27889

Please use Black Ink

Street Address of Property: 322 Water Street, Washington, NC

Historic Property/Name (if applicable): _____

Owner's Name: Nancy and Jerry Bienes

Lot Size: 80 feet by 145 feet.
(width) (depth)

Brief Description of Work to be Done:

To place a 10x12 east treated wood storage building at the far back end of property for lawn mower and garden tools.

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
ACTION	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Nancy Bienes
(Name of Applicant - type or print)

(Mailing Address) _____ (Zip Code) _____

4/22/15 946-9357
(Date) (Daytime Phone Number)

(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.) (Date)

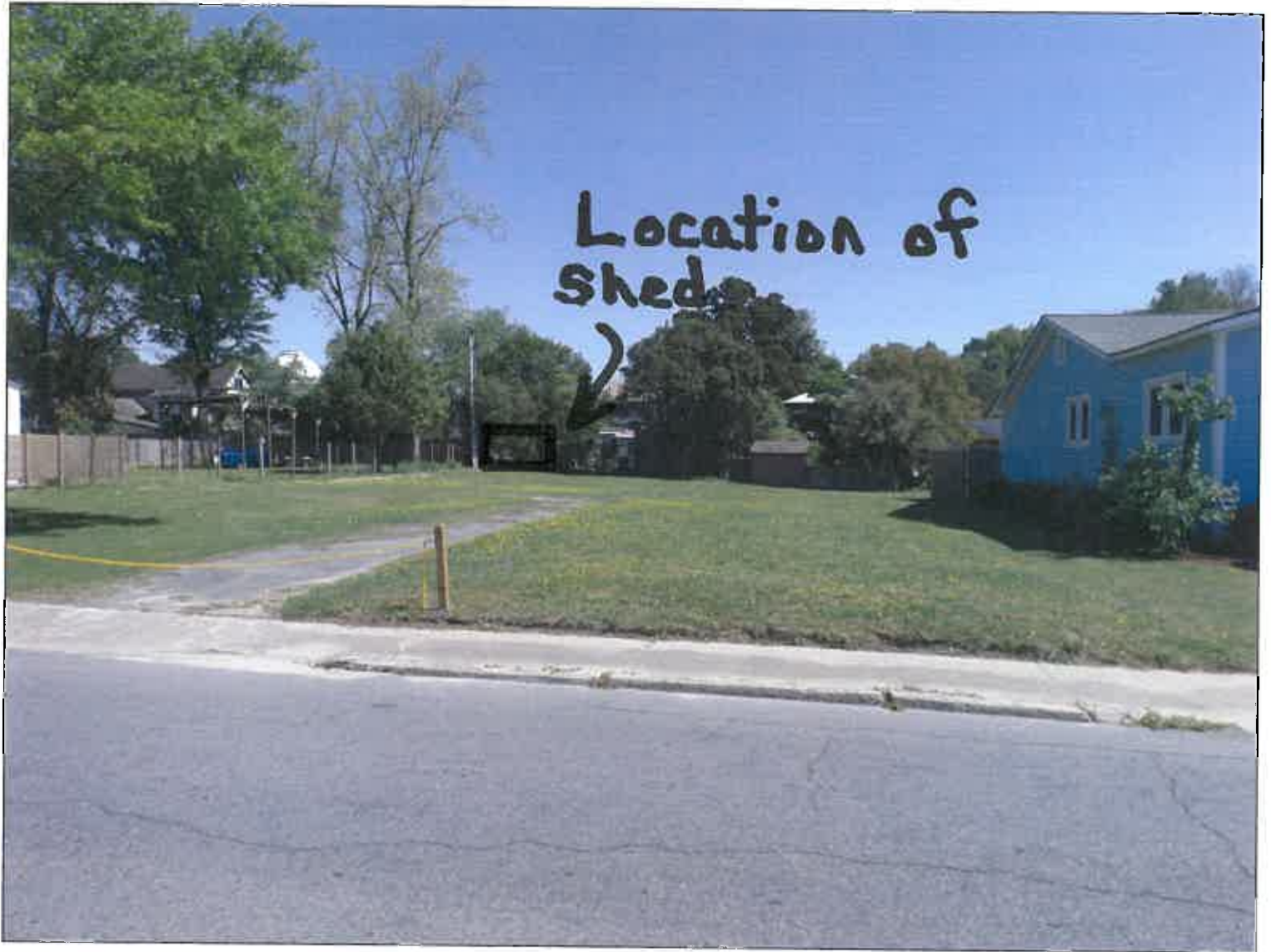
Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

322 Water Street

1:51 Feet



Search



322 Water Street

Adjacent Property Owners - 322 Water Street

Mary Elizabeth Haubenreiser
118 South Academy Street
Washington, NC 27889

A.L. Crisp
122 South Academy Street
Washington, NC 27889

Margaret Gray Howdy
326 Water Street
Washington, NC 27889

Maurice Bridgeman
204 Yukon Street
Hampton, VA. 23663

Annette Jefferson
323 E. Main Street
Washington, NC 27889

Rachel Cahoon
1149 A. Nicklous Drive
Greenville, NC 27834

Clay Carter
325 East Main Street
Washington, NC 27889



CITY OF WASHINGTON
DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

April 24, 2015

Subject: Certificate of Appropriateness – 322 Water Street

Dear Adjoining Property Owner,

Whenever exterior renovation work is being conducted in the Washington Historic District, all property owners within 100 feet of the proposed construction activities are required to be notified by the City of Washington. According to the application submitted by Nancy and Jerry Bienes your property is located adjacent to the above subject property. A request has been made by Nancy and Jerry Bienes for a Certificate of Appropriateness to locate a 10' x 12' temporary salt treated wood storage building at the back of the property to store lawn and garden materials located at 322 Water Street.

You are welcome and encouraged to attend the regular scheduled meeting of the Washington Historic Commission. Please note the following date, time, and place:

Date: Tuesday, May 5, 2015

Place: City Hall - Municipal Building, 102 East Second Street. Enter from the Market Street side of the building and go to the second floor. City Council Chambers.

Time: 7:00 P.M.

During the meantime, should you have any questions, please direct your inquiries to Mr. John Rodman, Planning and Development, by phoning 975-9384 during normal working hours Monday through Friday, 8:00 A.M. to 5:00 P.M.

Sincerely,

John Rodman

John Rodman
Planning and Development

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: John Rodman, Planning and Development

Re: 322 Water Street – Construct a Temporary Storage Shed

A request has been made by Nancy & Jerry Bienes for a Certificate of Appropriateness to add a 10' x 12' storage building at the rear of the structure located at 322 Water Street. Shed will store lawn and garden supplies. To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Nancy & Jerry Bienes to construct a 10' x 12' storage building at the rear of the structure located at 322 Water Street. Shed will store lawn and garden supplies. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Section 3.12 Outbuildings.

or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Nancy & Jerry Bienes to construct a 10' x 12' storage building at the rear of the structure located at 322 Water Street. Shed will store lawn and garden supplies. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Section 3.12 Outbuildings. I further move that the Historic Preservation Commission place the following conditions on the approval:

or

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Nancy & Jerry Bienes to construct a 10' x 12' storage building at the rear of the structure located at 322 Water Street. Shed will store lawn and garden supplies. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Section 3.12 Outbuildings.

Major Works

Betty Bonner Bradshaw
315 West Main Street

Install Fence

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission

Washington, NC

To: Washington Historic Preservation Commission
102 East 2nd Street
Washington, NC 27889

Please Use Black Ink

Street Address of Property: 315 West Main Street

Historic Property/Name (if applicable): Havens Mill

Owner's Name: Havens Mill Properties LLC

Lot Size: N/A feet by N/A feet.
(width) (depth)

List all properties within 100 feet; on both sides, in front (across the street), and to the back of the property: (If necessary, attach a separate sheet)

Brief Description of Work to be Done:

To construct a wooden post and rope fence on the west side of the property to separate uses.

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
ACTION	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Betti Bonner Bradshaw

(Name of Applicant - type or print)

322 Riverside Drive

(Mailing Address)

27889

(Zip Code)

4/20/15

(Date)

(252) 945-6777

(Daytime Phone Number)

Betti Bradshaw

(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.)

(Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

PROJECT CATEGORIES (check all that apply):

- ☒ Exterior Alteration ☐ Addition
☐ New Construction ☐ Demolition

This document does not constitute the issuance of a Building Permit. It is the responsibility of the applicant to obtain all necessary permits before commencing work. Contact the Inspections Department at 252-975-9304.

SUPPORTING INFORMATION:

Attach 8-1/2" x 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure that your application is complete. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. (Leave the checkbox blank if the item is not applicable).

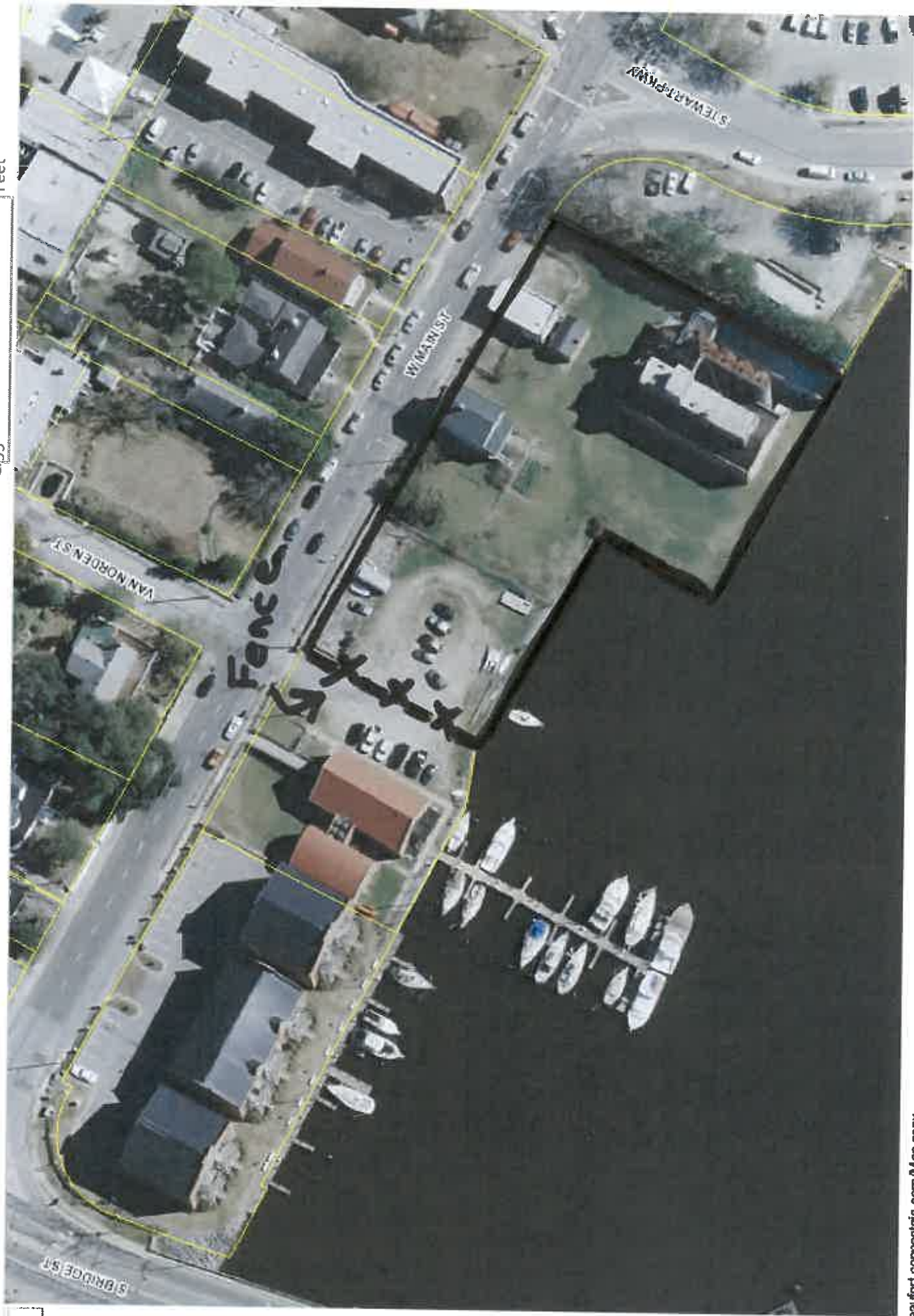
- ☐ **Written Description.** Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (ie. Width of siding, window trim, etc.)
- ☒ **Plot Plan** (if applicable). A plot plan showing the relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences, walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey that you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.
- ☒ **Description of Materials** (provide samples if appropriate).
- ☒ **Photographs** of existing conditions.
- ☒ **Drawings** showing proposed work. Include one set of full size drawings when available.
- ☒ **Plan** drawings.
 - ☐ **Elevation** drawings showing the new façade(s).
 - ☐ **Dimensions** shown on drawings.
 - ☐ **8-12" x 11" reductions** of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2" x 11" snapshots of individual drawings on the bigsheet. Photocopy reductions may be obtained from a number of blueprinting and photocopying businesses.
- ☐ **State or Federal Tax Credits/Funds or CAMA Permits.** If you are applying for any of these programs, you must include a copy of your letter or permit from the State.
- ☒ **Black Ink.** Your application must be prepared in black ink on 8-1/2" x 11" sheets so that it can be copied for commission members. Applications prepared in blue, red, or other colored inks and/or pencil copy poorly and will not be accepted.

(Office Use Only)

Section (page)	Topic	Brief Description of Work
Chapter 4.0	Streetscape and Site Design	
Section 4.6	Fences and Walls	Construct new fence

315 West Main Street

193 Feet

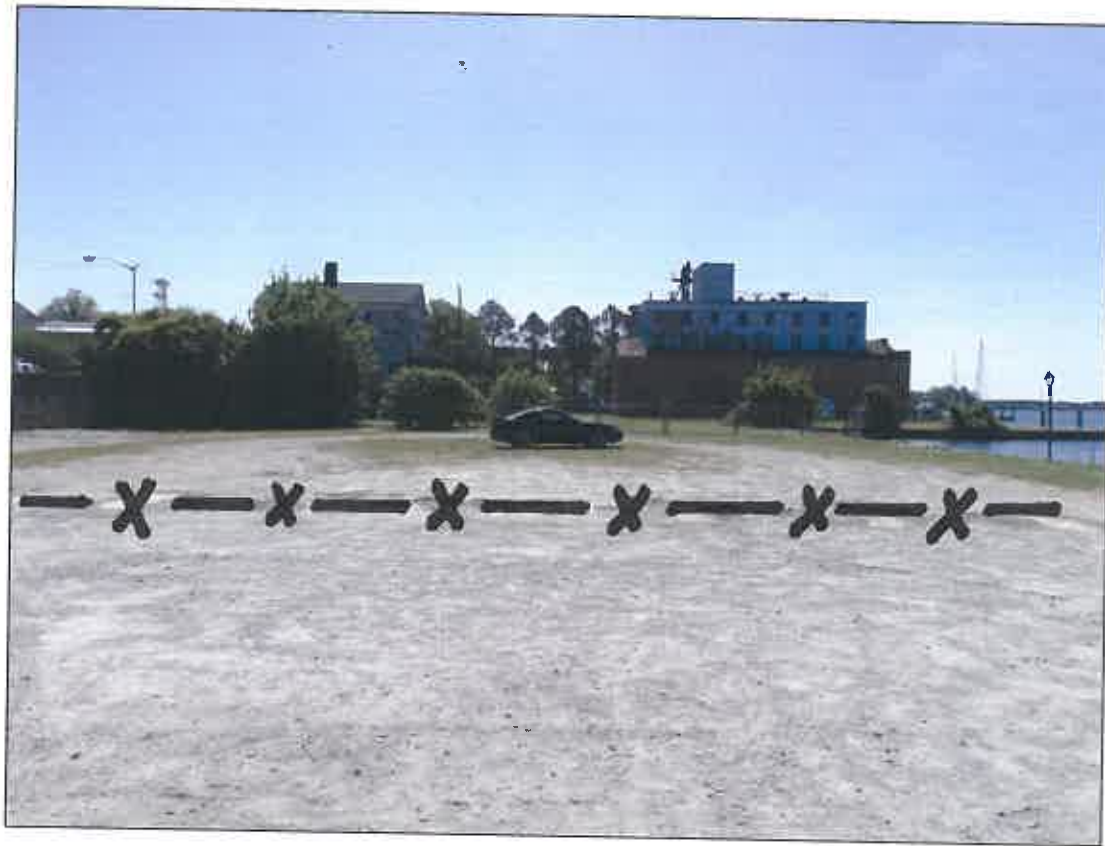


Search

315 West Main Street



add fence



Sample fences





Adjacent Property Owners - 315 West Main Street

Fred Larson
316 West Main Street
Washington, NC 27889

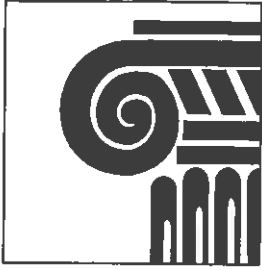
Archie Jennings
328 West Main Street
Washington, NC 27889

Gregory Purser
PO Box 609
Chocowinity, NC 27817

Charles S. Major
404 West Main Street
Washington, NC 27889

BBL Ventures LLC
1228 Page Road
Washington, NC 27889

Ronald Clark
334 West Main Street
Washington, NC 27889



CITY OF WASHINGTON
DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

April 24, 2015

Subject: Certificate of Appropriateness – 315 West Main Street – Havens Mill

Dear Adjoining Property Owner,

Whenever exterior renovation work is being conducted in the Washington Historic District, all property owners within 100 feet of the proposed construction activities are required to be notified by the City of Washington. According to the application submitted by Betty Bonner Bradshaw your property is located adjacent to the above subject property. A request has been made by Ms. Bradshaw for a Certificate of Appropriateness to construct a wooden post and rope fence on the west side of the property located at 315 West Main Street to separate uses.

You are welcome and encouraged to attend the regular scheduled meeting of the Washington Historic Commission. Please note the following date, time, and place:

Date: Tuesday, May 5, 2015

Place: City Hall - Municipal Building, 102 East Second Street. Enter from the Market Street side of the building and go to the second floor. City Council Chambers.

Time: 7:00 P.M.

During the meantime, should you have any questions, please direct your inquiries to Mr. John Rodman, Planning and Development, by phoning 975-9384 during normal working hours Monday through Friday, 8:00 A.M. to 5:00 P.M.

Sincerely,

John Rodman

John Rodman
Planning and Development

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission
From: John Rodman, Planning and Development
Re: 315 West Main Street – Construction of a fence

A request has been made by Ms. Betty Bonner Bradshaw for a Certificate of Appropriateness to add a wooden and rope fence to the west side of the property located at 315 West Main Street in order to separate the adjacent property. Please review the Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences and Walls.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Betty Bonner Bradshaw to add a wooden and rope fence to the west side of the property located at 315 West Main Street in order to separate the adjacent property. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences and Walls.

or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Betty Bonner Bradshaw to add a wooden and rope fence to the west side of the property located at 315 West Main Street in order to separate the adjacent property. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences and Walls. I further move that the Historic Preservation Commission place the following conditions on the approval:

or

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Ms. Betty Bonner Bradshaw to add a wooden and rope fence to the west side of the property located at 315 West Main Street in order to separate the adjacent property. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences and Walls.

Major Works

City of Washington
Water and Bonner Streets

Construct Sewer Lift Station

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission

Washington, NC

To: Washington Historic Preservation Commission
102 East 2nd Street
Washington, NC 27889

Please Use Black Ink

Street Address of Property: Water Street Parking Lot

Historic Property/Name (if applicable): _____

Owner's Name: City of Washington

Lot Size: N/A feet by N/A feet.
(width) (depth)

List all properties within 100 feet; on both sides, in front (across the street), and to the back of the property: (If necessary, attach a separate sheet)

Brief Description of Work to be Done:

To construct a new sewer lift station upgrade located in the parking lot located off Water Street
and North Bonner Street

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
ACTION	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

City of Washington
(Name of Applicant - type or print)

102 East 2nd Street 27889
(Mailing Address) (Zip Code)

4/20/15 (252) 975-9332
(Date) (Daytime Phone Number)

Allen Lewis
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.) (Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

PROJECT CATEGORIES (check all that apply):

- ☐ Exterior Alteration ☐ Addition
☒ New Construction ☐ Demolition

This document does not constitute the issuance of a Building Permit. It is the responsibility of the applicant to obtain all necessary permits before commencing work. Contact the Inspections Department at 252-975-9304.

SUPPORTING INFORMATION:

Attach 8-1/2" x 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure that your application is complete. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. (Leave the checkbox blank if the item is not applicable).

- ☐ **Written Description.** Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (ie. Width of siding, window trim, etc.)
- ☒ **Plot Plan** (if applicable). A plot plan showing the relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences, walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey that you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.
- ☒ **Description of Materials** (provide samples if appropriate).
- ☒ **Photographs** of existing conditions.
- ☒ **Drawings** showing proposed work. Include one set of full size drawings when available.
 - ☒ **Plan** drawings.
 - ☒ **Elevation** drawings showing the new façade(s).
 - ☐ **Dimensions** shown on drawings.
 - ☐ **8-12" x 11" reductions** of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2" x 11" snapshots of individual drawings on the bigsheet. Photocopy reductions may be obtained from a number of blueprinting and photocopying businesses.
- ☐ **State or Federal Tax Credits/Funds or CAMA Permits.** If you are applying for any of these programs, you must include a copy of your letter or permit from the State.
- ☒ **Black Ink.** Your application must be prepared in black ink on 8-1/2" x 11" sheets so that it can be copied for commission members. Applications prepared in blue, red, or other colored inks and/or pencil copy poorly and will not be accepted.

(Office Use Only)

Section (page)	Topic	Brief Description of Work
Chapter 5.0	New Construction	
Section 5.1	Comercial Construction	New sewer lift station

Sewer Lift Station

1:100 Feet



Search

Parking Lot off Water Street



Sewer Lift Station

Adjacent Property Owners – Sewer Lift Station – Parking lot – Water & Bonner Streets

Margaret Coley Hodges
103 South Bonner Street
Washington, NC 27889

Maola Ice Cream Co.
115 East Water Street
Washington, NC 27889

Vickie Dotson
620 Duck Creek Rd
Washington, NC 27889

Moss Landing One
PO Box 1845
Washington, NC 27889

Ms. Dee Congleton
210 Water Street
Washington, NC 27889

Herman Gaskins Jr.
PO Box 933
Washington, NC 27889

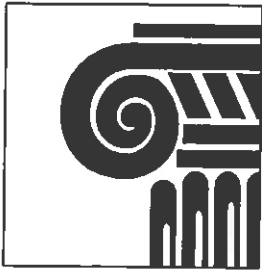
Robin Turner
145 East Main Street
Washington, NC 27889

Joe & May-I Taylor
200 Water Street
Washington, NC 27889

Mulberry Tavern LLC
137 East Main St
Washington, NC 27889

Lillian Jenkins Phillips
PO Box 2611
Washington, NC 27889

Jay M. Hodges III
156 E. Water Street
Washington, NC 27889



CITY OF WASHINGTON
DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

April 24, 2015

Subject: Certificate of Appropriateness – Sewer Lift Station – Parking Lot – Water and Bonner Streets

Dear Adjoining Property Owner,

Whenever exterior renovation or construction work is being conducted in the Washington Historic District, all property owners within 100 feet of the proposed construction activities are required to be notified by the City of Washington. According to the application submitted by the City of Washington your property is located adjacent to the above subject property. A request has been made by the City for a Certificate of Appropriateness to construct a new sewer lift station upgrade located in the parking lot off Water Street and South Bonner Street.

You are welcome and encouraged to attend the regular scheduled meeting of the Washington Historic Commission. Please note the following date, time, and place:

Date: Tuesday, May 5, 2015

Place: City Hall - Municipal Building, 102 East Second Street. Enter from the Market Street side of the building and go to the second floor. City Council Chambers.

Time: 7:00 P.M.

During the meantime, should you have any questions, please direct your inquiries to Mr. Allen Lewis, Public Works Director, by phoning 975-9332 during normal working hours Monday through Friday, 8:00 A.M. to 5:00 P.M.

Sincerely,

John Rodman

John Rodman
Planning and Development

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: John Rodman, Planning and Development

Re: Water & Bonner Streets Parking Lot – Construct new sewer lift station upgrade

A request has been made by the City of Washington Public Works Department for a Certificate of Appropriateness to construct a new sewer lift station upgrade located in the parking lot off Water Street and South Bonner Street. Please review the Design Guidelines, specifically Chapter 5.0 New Construction and Section 3.14 Mechanical Systems.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to the City of Washington Public Works Department to construct a new sewer lift station upgrade located in the parking lot off Water Street and South Bonner Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 5.0 New Construction and Section 3.14 Mechanical Systems.

or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to the City of Washington Public Works Department to construct a new sewer lift station upgrade located in the parking lot off Water Street and South Bonner Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 5.0 New Construction and Section 3.14 Mechanical Systems. I further move that the Historic Preservation Commission place the following conditions on the approval:

or

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to the City of Washington Public Works Department to construct a new sewer lift station upgrade located in the parking lot off Water Street and South Bonner Street. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 5.0 New Construction and Section 3.14 Mechanical Systems.

Major Works

A.L. Crisp
416 Water Street

Demolition of Non-
Contributing Structure

Beaufort County Property Photos

PIN: 01012910

Photo: 01012910.jpg

01-012910



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416 Water Street

1:50 Feet



Search



416 Water Street

Adjacent Property Owners - 416 Water Street

Litchfield Holdings
135 Harbor Road
Washington, NC 27889

Walter Hannan
1721 Anderson Street
Wilson, NC 27893

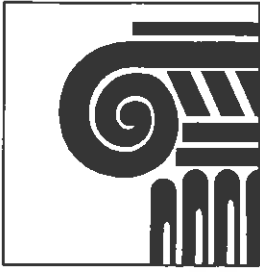
Charles Davis
413 East Main Street
Washington, NC 27889

Richard Colwell
409 East Main Street
Washington, NC 27889

Geraldine Bennett
405 East Main Street
Washington, NC 27889

Anna Maria IS Investments
122 South Academy Street
Washington, NC 27889

Beacon Street Moss
PO Box 6474
Raleigh, NC 27628



CITY OF WASHINGTON
DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

April 24, 2015

Subject: Certificate of Appropriateness – 416 Water Street

Dear Adjoining Property Owner,

Whenever exterior renovation work is being conducted in the Washington Historic District, all property owners within 100 feet of the proposed construction activities are required to be notified by the City of Washington. According to the application submitted by Mr. A. L. Crisp your property is located adjacent to the above subject property. A request has been made by Mr. Crisp for a Certificate of Appropriateness to demolish the structure located at 416 Water Street. The house is listed as a non-contributing structure.

You are welcome and encouraged to attend the regular scheduled meeting of the Washington Historic Commission. Please note the following date, time, and place:

Date: Tuesday, May 5, 2015

Place: City Hall - Municipal Building, 102 East Second Street. Enter from the Market Street side of the building and go to the second floor. City Council Chambers.

Time: 7:00 P.M.

During the meantime, should you have any questions, please direct your inquiries to Mr. John Rodman, Planning and Development, by phoning 975-9384 during normal working hours Monday through Friday, 8:00 A.M. to 5:00 P.M.

Sincerely,

John Rodman

John Rodman
Planning and Development

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: John Rodman, Planning and Development

Re: 416 East Water Street - Demolition of a Structure

A request has been made by Mr. A. L. Crisp for a Certificate of Appropriateness to demolish the structure located at 416 Water Street. The house is listed as a non-contributing structure. Please review the Design Guidelines, specifically Chapter 6.0 Demolition and Relocation.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. A. L. Crisp to demolish the structure located at 416 Water Street. The house is listed as a non-contributing structure. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 6.0 Demolition and Relocation.

or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. A. L. Crisp to demolish the structure located at 416 Water Street. The house is listed as a non-contributing structure. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 6.0 Demolition and Relocation. I further move that the Historic Preservation Commission place the following conditions on the approval:

or

I move that the Historic Preservation Commission delay a Certificate of Appropriateness to Mr. A. L. Crisp to demolish the structure located at 416 Water Street. The house is listed as a non-contributing structure. The delay in the Certificate of Appropriateness shall not exceed 365 Days. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically Section 6.0 Demolition and Relocation.

Major Works

Pat Griffin
319 West 2nd Street

Replace roof & remove
chimneys

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission
Washington, NC

To: Washington Historic Preservation Commission
102 East 2nd Street
Washington, NC 27889

Please Use Black Ink

Street Address of Property: 319 West 2nd Street

Historic Property/Name (if applicable): N/A

Owner's Name: Bagwell Realty

Lot Size: 73 feet by 130 feet.
(width) (depth)

List all properties within 100 feet; on both sides, in front (across the street), and to the back of the property: (If necessary, attach a separate sheet)

Brief Description of Work to be Done:

(1) Add a slight pitch to the front porch roof to prevent leaks.

(2) Remove three (3) chimneys from the rear of the structure.

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
ACTION	
<input type="radio"/> Approved	
<input type="radio"/> Approved with Conditions	
<input type="radio"/> Denied	
<input type="radio"/> Withdrawn	
<input type="radio"/> Staff Approval	
(Date)	(Authorized Signature)

Pat Griffin
(Name of Applicant - type or print)
414 Lodge Rd Wash 27889
(Mailing Address) (Zip Code)
4/24/15 252-946-7700
(Date) (Daytime Phone Number)
Pat Griffin
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.) (Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

PROJECT CATEGORIES (check all that apply):

- ☒ Exterior Alteration ☐ Addition
☐ New Construction ☐ Demolition

This document does not constitute the issuance of a Building Permit. It is the responsibility of the applicant to obtain all necessary permits before commencing work. Contact the Inspections Department at 252-975-9304.

SUPPORTING INFORMATION:

Attach 8-1/2" x 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure that your application is complete. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. (Leave the checkbox blank if the item is not applicable).

- ☒ **Written Description.** Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (ie. Width of siding, window trim, etc.)
- ☐ **Plot Plan** (if applicable). A plot plan showing the relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences, walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey that you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.
- ☐ **Description of Materials** (provide samples if appropriate).
- ☒ **Photographs** of existing conditions.
- ☐ **Drawings** showing proposed work. Include one set of full size drawings when available.
 - ☐ **Plan** drawings.
 - ☐ **Elevation** drawings showing the new façade(s).
 - ☒ **Dimensions** shown on drawings.
 - ☐ **8-12" x 11" reductions** of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2" x 11" snapshots of individual drawings on the bigsheet. Photocopy reductions may be obtained from a number of blueprinting and photocopying businesses.
- ☐ **State or Federal Tax Credits/Funds or CAMA Permits.** If you are applying for any of these programs, you must include a copy of your letter or permit from the State.
- ☒ **Black Ink.** Your application must be prepared in black ink on 8-1/2" x 11" sheets so that it can be copied for commission members. Applications prepared in blue, red, or other colored inks and/or pencil copy poorly and will not be accepted.

(Office Use Only)

Section (page)	Topic	Brief Description of Work
Chapter 3.0	Changes to Existing Buildings	Add pitch to roof
Section 3.5	Roofs	

319 West 2nd Street

173 Feet



Search

319 West 2nd Street



add pitch in porch roof

321 West 2nd Street



Small pitch in roof



317 West 2nd Street

319 West 2nd Street



Remove chimneys

Adjacent Property Owners - 319 West 2nd Street

Rivertowne Properties
328 West Main Street
Washington, NC 27889

Jeffrey Furst
129 Van Norden Street
Washington, NC 27889

David Harrison
119 Van Norden Street
Washington, NC 27889

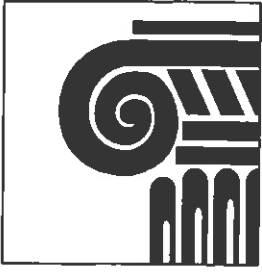
City of Washington
PO Box 1988
Washington, NC 27889

Archie Jennings
328 West Main Street
Washington, NC 27889

Ronald Clark
334 West Main Street
Washington, NC 27889

First United Methodist Church
304 West 2nd Street
Washington, NC 27889

Bagwell Realty
PO Box 1901
Greenville, NC 27889



CITY OF WASHINGTON
DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

April 24, 2015

Subject: Certificate of Appropriateness – 319 West 2nd Street

Dear Adjoining Property Owner,

Whenever exterior renovation or construction work is being conducted in the Washington Historic District, all property owners within 100 feet of the proposed construction activities are required to be notified by the City of Washington. According to the application submitted by Mr. Pat Griffin your property is located adjacent to the above subject property. A request has been made by Mr. Griffin for a Certificate of Appropriateness to: (1) add a slight pitch to the front porch roof to help prevent leaks and (2) remove 3 chimneys from the rear of the structure located at 319 West 2nd Street.

You are welcome and encouraged to attend the regular scheduled meeting of the Washington Historic Commission. Please note the following date, time, and place:

Date: Tuesday, May 5, 2015

Place: City Hall - Municipal Building, 102 East Second Street. Enter from the Market Street side of the building and go to the second floor. City Council Chambers.

Time: 7:00 P.M.

During the meantime, should you have any questions, please direct your inquiries to Mr. Allen Lewis, Public Works Director, by phoning 975-9332 during normal working hours Monday through Friday, 8:00 A.M. to 5:00 P.M.

Sincerely,

John Rodman

John Rodman
Planning and Development

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: John Rodman, Planning and Development

Re: 319 West 2nd Street – Add pitch to front porch roof – remove 3 chimneys

A request has been made by Mr. Pat Griffin for a Certificate of Appropriateness to: (1) add a slight pitch to the front porch roof to help prevent leaks and (2) remove 3 chimneys from the rear of the structure located at 319 West 2nd Street. Please review the Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Section 3.5 Roofs.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Pat Griffin to: (1) add a slight pitch to the front porch roof to help prevent leaks and (2) remove 3 chimneys from the rear of the structure located at 319 West 2nd Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Section 3.5 Roofs.

or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Pat Griffin to: (1) add a slight pitch to the front porch roof to help prevent leaks and (2) remove 3 chimneys from the rear of the structure located at 319 West 2nd Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Section 3.5 Roofs. I further move that the Historic Preservation Commission place the following conditions on the approval:

or

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Mr. Pat Griffin to: (1) add a slight pitch to the front porch roof to help prevent leaks and (2) remove 3 chimneys from the rear of the structure located at 319 West 2nd Street. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Section 3.5 Roofs.

Minor Works

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission
Washington, NC

To: Washington Historic Preservation Commission
102 East 2nd Street
Washington, NC 27889

Please use Black Ink

Street Address of Property: 225 Respass-st

Historic Property/Name (if applicable): _____

Owner's Name: Steve Horne

Lot Size: _____ feet by _____ feet.
(width) (depth)

Brief Description of Work to be Done:

Change Air Handler and Condensor Heat Pump

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
ACTION	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Pitt Heating and Air
(Name of Applicant - type or print)

306 Scottish Court 27858
(Mailing Address) (Zip Code)

4-13-15 (252) 717-0578
(Date) (Daytime Phone Number)

[Signature]
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.) (Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission

Washington, NC

To: Washington Historic Preservation Commission
102 East 2nd Street
Washington, NC 27889

Please use Black Ink

Street Address of Property: 225 East Main St

Historic Property/Name (if applicable): _____

Owner's Name: Doug Biddle

Lot Size: _____ feet by _____ feet.
(width) (depth)

Brief Description of Work to be Done:

Changeout downstairs 3 ton pkg. Heat Pump

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
ACTION	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Air Cam Service Co
(Name of Applicant - type or print)
6149 US Hwy 264W, 27889
(Mailing Address) (Zip Code)
4/8/15 252-946-7903
(Date) (Daytime Phone Number)
Duke Woodard
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.) (Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

Minutes

April 7, 2015

WASHINGTON HISTORIC PRESERVATION COMMISSION

Regular Scheduled Meeting – Minutes

Tuesday, April 7, 2015

7:00 PM

Members Present

Judi Hickson Seth Shoneman
Ed Hodges Mary Pat Musselman

Members Absent

Stacey Thalmann
Geraldine McKinley

Others Present

John Rodman, Director

I. Opening of the meeting.

The Chairman called the meeting to order.

II. Invocation

A moment of silent prayer was taken.

III. Roll Call

A silent roll call was taken by staff.

IV. Old Business

A. Major Works

1. Guidelines Discussion – Privacy fences south of Main Street

2. A request has been made by Mr. Robert Girard for a Certificate of Appropriateness to install 24' of a 6' high wooden privacy fence along the rear property line located at 303 East Main Street.

Mr. Girard came forward and explained his request to the Commission. The commission discussed the fence and Mr. Girard answered any questions they had.

The Chairman opened the floor.

Dee Congleton came forward and was sworn in. She stated that this request is a 100% improvement from what Mr. Girard had originally wanted and it is great that he was willing to look at other options so that it fit better with the existing fence.

Seth Shoneman made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Robert & Janice Girard to install twenty four feet of a 6' high wooden privacy fence along the rear property line located at 303 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences & Walls. His motion was seconded by Judi Hickson. All voted in favor and the motion carried.

V. Major Works, Certificate of Appropriateness

A. Major Works

1. A request has been made by Michael & Catherine Heffernan for a Certificate of Appropriateness to remove two pine trees that are damaged and are causing damage to the walkway at the front of the property located at 720 West Main Street.

Mr. Heffernan came forward and was sworn in. He explained that they would like to remove two damaged trees from his property. He stated that the trees are also damaging the sidewalk and driveway. He stated that they are very concerned that the tree may damage the house. Judi Hickson asked if they planned on replacing the trees. Mr. Heffernan stated that they do plan to plant appropriate trees to replace the damaged trees.

The Chairman opened the floor.

Edward Lubin, adjacent property owner, came forward and was sworn in. He spoke in favor of the request.

Judi Hickson made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Michael & Catherine Heffernan to remove two long leaf pine trees in the front yard of the property located at 720 West Main Street. The request to remove the trees is based on the damage to the trees and the damage to the walkway. This motion is based on the following finding of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.1 Landscaping. Her motion was seconded by Mary Pat Musselman. All voted in favor and the motion carried.

2. A request has been made by Mr. Ronald Clark for a Certificate of Appropriateness to add a 8' x 10' three season porch on the back left side of the house located at 334 West Main Street. The materials will match the existing materials.

Mr. Ronald Clark came forward and was sworn in. Mr. Clark explained his request and showed the Commission pictures of the proposed addition. He stated that basically he would like to do a deck with a roof and screens.

The Chairman opened the floor. There being none coming forward the floor was closed.

Mary Pat Musselman made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Ronald Clark to add an 8' x 10' three season porch on the back left side of the house located at 334 West Main Street. The materials will match the existing materials. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings and Chapter 5.0 New Construction Section 5.3 Additions. Her motion was seconded by Judi Hickson. All voted in favor and the motion carried.

3. A request has been made by Mr. James Harstad for a Certificate of Appropriateness to move a four foot high fence from the corner of the porch forward approximately fifteen feet forward to the back corner of the house located at 523 East 2nd Street. The fence also needs to be repaired.

Mr. Rodman explained that Mr. Harstad could not make the meeting. Mr. Rodman explained the request to the Commission and answered their questions.

The Chairman opened the floor.

Dee Congleton came forward and was sworn in. Ms. Congleton stated that if the fence is moved up it will be much more visible from the street. She stated that the fence will not be very attractive. The Commission discussed the request further.

Judi Hickson made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. James Harstad to move a four foot high fence from the corner of the porch forward approximately fifteen feet forward to the back corner of the house located at 523 East 2nd Street. The fence also needs to be repaired. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences & Walls. They further suggest that an effort be made to make the fencing more attractive. Her motion was seconded by Seth Shoneman. All voted in favor and the motion carried.

4. A request has been made by Ms. Sheri Dean for a Certificate of Appropriateness to construct a new 12' x 16' screen porch at the rear corner of the house behind the fence located at 122 East 2nd Street. The materials will match the existing structure.

Ms. Sheri Dean came forward and was sworn in. Ms. Dean explained her request and presented plans for the proposed porch.

The Chairman opened the floor and no one came forward.

Seth Shoneman made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Sheri Dean to construct a 12' x 16' screen porch on the back left side of the house behind the fence located at 122 East 2nd Street. The materials will match the existing structure. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.0 Change to Buildings and Chapter 5.0 New Construction Section 5.3 Additions. His motion was seconded by Judi Hickson. All voted in favor.

B. Minor Works

1. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Tim Crompton to replace rotten soffit and fascia boards with like material and repair any other damage with like material, and on the structure located at 421 East 2nd Street.

2. A request has been made and approved by staff for a Certificate of Appropriateness to Ms. Martha Matthews to replace the existing 6' foot high privacy fence with the same type of fence on west rear line of the property located at 140 East Main Street.

3. A request has been made and approved by staff for a Certificate of Appropriateness to Pamlico Properties to replace the existing damaged door with the same style door at the front of the structure located at 249 North Market Street.

4. A request has been made and approved by staff for a Certificate of Appropriateness to Ms. Elethia Williams to replace the existing sign with a similar sign on the structure located at the rear of 149-C North Market Street. The new sign is 2' x 5'

Judi Hickson made a motion to approve all the minor works. Mary Pat Musselman seconded the motion and all voted in favor.

VI. Other Business

1. The Commission, Mr. Rodman, and Ms. Congleton discussed reforming the fence committee.

VII. Approval of Minutes – March 3, 2015

VIII. Adjourn

There being no other business Seth Shoneman made a motion to adjourn. His motion was seconded by Judi Hickson.